

FRATERNAL SOCIETIES

COMPANY NAME: _____ **NAIC Company Code:** _____

Contact: _____ **Telephone:** _____

REQUIRED FILINGS IN THE STATE OF: Arkansas **Filings Made During the Year 2006**

[illegible]

V. STATE REQUIRED FILINGS

	101	Filings Checklist	Required for Domestic Companies <u>only</u> . (With Column 1 completed)
	102	Anti Fraud Assessment	http://www.insurance.arkansas.gov/Fraud/WEB%20PAGE%20-%20General%20Data.doc Due No later than June 30th each year.
	103	CHIP FORM	http://chiparkansas.org/insurers%20only/ Mandatory AR Comprehensive Health Ins Pool Form Due Annually March 1st
	104	CFRF Form	http://insurance.arkansas.gov/Accounting/2006%20CFRF%20page.htm Company Financial Regulation Fee- Form will be available on-line March 15. Due Annually June 30th .
	105	List of Premium Tax Forms & Due Dates	http://insurance.arkansas.gov/Accounting/2006%20LIST%20OF%20DUE%20DATES.doc Link to Filing Forms: http://insurance.arkansas.gov/Accounting/2006%20premium%20tax%20page.htm
	106	Property & Casualty Guaranty Fund Form	http://insurance.arkansas.gov/Liquidation/divpage.htm Due Annually March 1st —Questions: 501-371-2776
	107	Annual Continuation Form	Filing Fee Instructions for Licensed Fraternal Benefit Societies- Look at the bottom of the page under the Tax Forms. http://insurance.arkansas.gov/Accounting/2006%20premium%20tax%20page.htm
	108	Signed Jurat/Attestation	Used for Foreign companies to indicate the Annual Financial Statement has been filed with the NAIC. Foreign companies: Do Not File this for Quarterly Statements. See Note L.
	109	State Filing Fees	All filings fees for certificate of authority renewal and annual statement filing fees are included on the premium tax forms. For additional questions, please contact the Accounting Division: 501-371-2605.

*If XXX appears in this column, this state does not require this filing, if hard copy is filed with the state of domicile and the NAIC and if the data is filed electronically with the NAIC. If N/A appears in this column, the filing is required with the domiciliary state.

**If Form Source is NAIC, the form should be obtained from the appropriate vendor.

		NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)	
	A	Required Filings Contact Person:	Annette Craig, Finance Division Phone: 501-371-2673 Fax: 501-371-2747 Annette.craig@arkansas.gov
	B	Mailing Address for Annual Statement filings:	Arkansas Insurance Department 1200 West Third Street Little Rock, AR. 72201-1904 ATTN: FINANCE DIVISION
	C	Mailing Address for Premium Tax and Filing Fees:	ATTN: ACCOUNTING DIVISION Arkansas Insurance Department 1200 West Third Street Little Rock, AR. 72201-1904 Phone: 501-371-2605 Fax: 501-371-2618
	D	Mailing Address for Premium Tax Payments:	ATTN: ACCOUNTING DIVISION Arkansas Insurance Department 1200 West Third Street Little Rock, AR. 72201-1904 Phone: 501-371-2605 Fax: 501-371-2618
	E	Delivery Instructions:	All filings must be physically received at the Department, no later than the indicated due date. If due date falls on weekend or federal holiday, due date is next business day.
	F	Late Filings:	\$100 per day for late filings without an approved extension.
	G	Original Signatures:	DOMESTIC: Original signatures required on all filings. FOREIGN: follow NAIC instructions.
	H	Signature/Notarization/Certification:	Two of 3 signatures are required on the Annual Statements. They must be signed by either of the following: President or Vice President with either the Secretary or Actuary.
	I	Amended Filings: (Submit to address in Note B listed above)	Domestic Companies: File amended items within 10 days of the amendments, including an explanation of the amendment. If there are <u>signature requirements</u> for the original filing; it should be followed for any amendment. Foreign Companies: Not required to file an amended jurat page indicating an amendment. We track these through the NAIC database.
	J	Exceptions from normal filings: Submit requests for extensions/exemptions to : Leo Liu, Manager of Financial Analysis. Mailing address: See Note B	Foreign companies must supply a written copy from <i>state of domicile</i> of any exemption or extension at least 10 days prior to the filing date in order to receive either status from Arkansas. Domestic companies should apply at least <i>30 days prior to due date</i>
	K	Bar Codes (State or NAIC)	Not required

	L	Signed Jurat:	Foreign companies: This form to be sent separately to Arkansas <i>in lieu</i> of hard copy of Annual Financial Statement. This form is verification of submission of the Annual Financial Statement to the NAIC. Date received by the NAIC is considered the date submitted to the Arkansas Insurance Dept. <u>Late fines based on the date received by the NAIC.</u>
	M	Quarterly Financial Statements (including <u>Quarterly Jurat pages</u>)	<u>Not required by Foreign Companies.</u>
	N	Independent CPA	Foreign insurers are not required to notify this Dept. of this change.
	0	Certificate of Deposit : Send under separate cover to: Malisa Landers, Securities Administrator See Note B for mailing address Questions: 501-371-2679 E-mail: Malisa.landars@arkansas.gov	Foreign Companies: Submit one original certificate of deposit from your state of domicile only. Domestics: Not required
	P	New filings discontinued or modified materially since last year.	
		1. Certificate of Valuation	No longer required.
		2. Certificate of Compliance	No longer required.

**General Instructions
For Companies to Use Checklist**

Please Note: This state's instructions for companies to file with the NAIC are included in this Checklist. The NAIC will send mailing labels and other information to all companies but will not be sending their own checklist this year.

Electronic filing is intended to include filing via the Internet or filing via diskette with the NAIC. Companies that file with the NAIC via the Internet are not required to submit diskettes to the NAIC.

Column (1) (Checklist)

Companies may use the checklist to submit to a state, if the state requests it. Companies should copy the checklist and place an "x" in this column when mailing information to the state.

Column (2) (Line #)

Line # refers to a standard filing number used for easy reference. This line number may change from year to year.

Column (3) (Required Filings)

Name of item or form to be filed.

The **Annual Statement Electronic Filing** includes the annual statement data and all supplements due March 1, per the *Annual Statement Instructions*. This includes all detail investments schedules and other supplements for which the *Annual Statement Instructions* exempt printed detail.

The **March .PDF Filing** is .pdf files for annual statement data, detail for investment schedules and supplements due March 1.

The **Separate Accounts Electronic Filing** includes the separate accounts annual statement and investment schedule detail.

The **Separate Accounts .PDF Filing** is the .pdf file for the separate accounts annual statement and investment schedule detail.

The **Supplemental Electronic Filing** includes all supplements due April 1, per the *Annual Statement Instructions*.

The **Supplemental .PDF Filing** is the .pdf file for all supplements due April 1.

The **Quarterly Electronic Filing** includes the quarterly statement data.

The **Quarterly .PDF Filing** is the .pdf for quarterly statement data.

The **June .PDF Filing** is the .pdf file for the Audited Financial Statements.

Column (4) (Number of Copies)

Indicates the number of copies that each foreign or domestic company is required to file for each type of form. The Blanks (E) Task Force modified the 1999 *Annual Statement Instructions* to waive paper filings of certain NAIC supplements and certain investment schedule detail, if such investment schedule data is available to the states via the NAIC database. The checklists reflect this action taken by the Blanks (E) Task Force. XXX appears in the "Number of Copies" "Foreign" column for the appropriate schedules and exhibits. **Some states have chosen to waive printed quarterly and annual statements from their foreign insurers and to rely upon the NAIC database for these filings. This waiver could include supplemental annual statement filings. The XXX in this column might signify that the state has waived the paper filing of the annual statement and all supplements.**

Column (5) (Due Date)

Indicates the date on which the company must file the form.

Column (6) (Form Source)

This column contains one of three words: “NAIC,” “State,” or “Company,” If this column contains “NAIC,” the company must obtain the forms from the appropriate vendor. If this column contains “State,” the state will provide the forms with the filing instructions (generally, on its website). If this column contains “Company,” the company, or its representative (e.g., its CPA firm), is expected to provide the form based upon the appropriate state instructions or the NAIC *Annual Statement Instructions*.

Column (7) (Applicable Notes)

This column contains references to the Notes to the Instructions that apply to each item listed on the checklist. The company should carefully read these notes before submitting a filing.